ALASKA
Migrant Education

MIS2000 User Guide

2012 – 2013

Alaska Department of Education & Early Development

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Introduction

MIS2000 is the database used for the Alaska Migrant Education Program. MIS2000 is a firebird-based, Microsoft Windows-compatible, database program which stores all COE and enrollment information for Alaska's migrant students. MIS2000 was developed by MS/EdD of Little Rock, Arkansas, and has been adapted to meet the unique data needs of Alaska's Migrant Education Program.

The data held in MIS2000 is used for all migrant eligibility decisions. All information regarding enrollment and withdrawal dates, supplemental program information, and family contact information is contained in MIS2000. Further, the database is used by the program to complete federally mandated reports and to allocate funds to school districts. All data entered into MIS2000 comes from the COEs submitted to the district by migrant recruiters.

Portions of this user guide were adapted from the MIS2000 Online Manual developed by MS/EdD.

For more information on MIS2000, general questions, further assistance, or to report a problem, please contact the Migrant Education Office (MEO).

Important First Steps

As soon as records managers return to their district after Fall Training, they must log on to the computer that houses the MIS2000 database, check for upgrades, and upload changes (even if there is not current information to upload).

Records managers must complete this first step **within two weeks** of attending training. This is very important. Records managers need to make sure they are able to complete uploads and check for upgrades. If this procedure is not done, the database may not allow records managers to upload COEs to the MEO; this will delay eligibility for students.

1. Opening and Closing the Database:

   - Either double click on the MIS2000 icon on your desktop or open the program from the Start Menu. The last screen you worked on in MIS2000 will appear. Make sure CAPS are locked (all data must be entered in capital letters).

   - Close the program by clicking on the "X" in the upper right corner of the screen.

Upload Changes

The State migrant database is located in Juneau and housed on the Department of Education & Early Development's server. For COEs to be reviewed and approved by MEO, they must first be uploaded from the district database to the main State database. To upload changes, follow the procedure below.
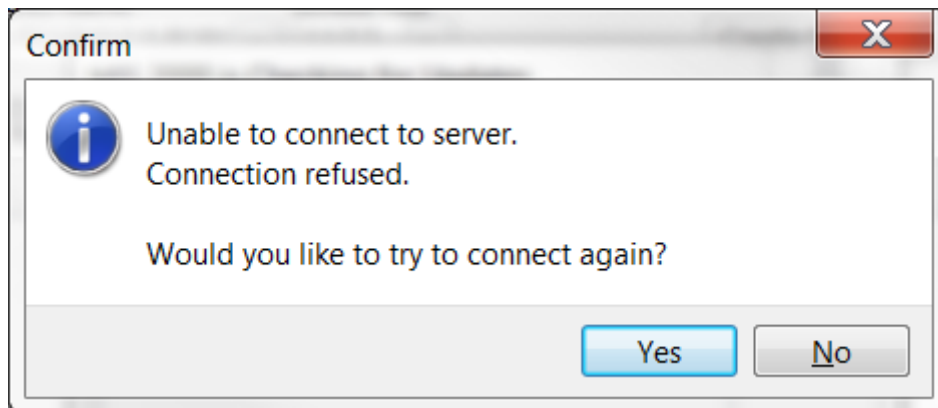
1. Go to the "**Procedures**" drop down menu and select "**Upload Changes.**" The upload status window will appear.
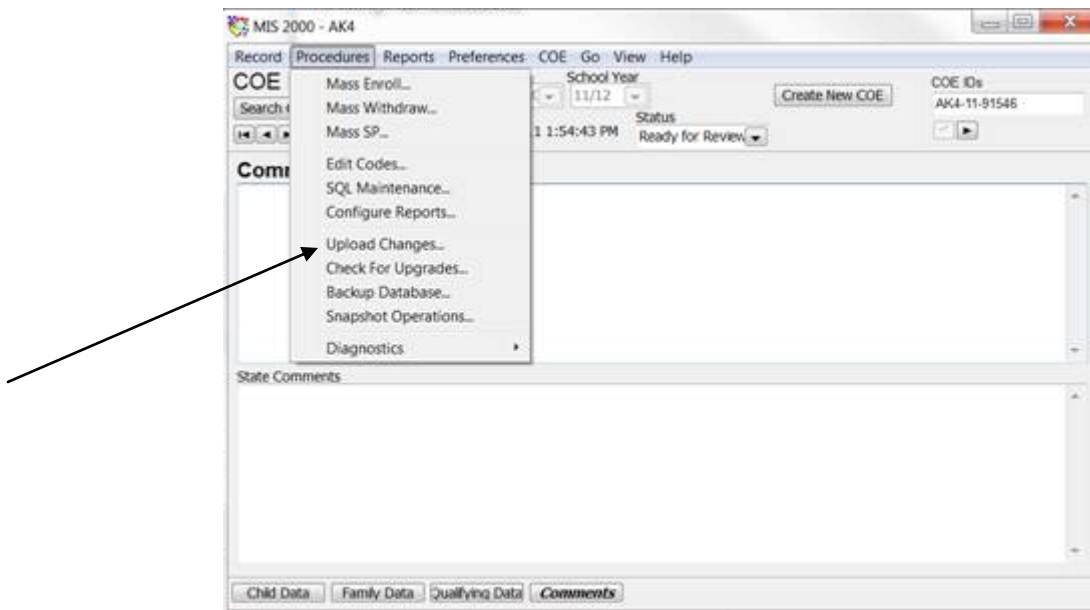
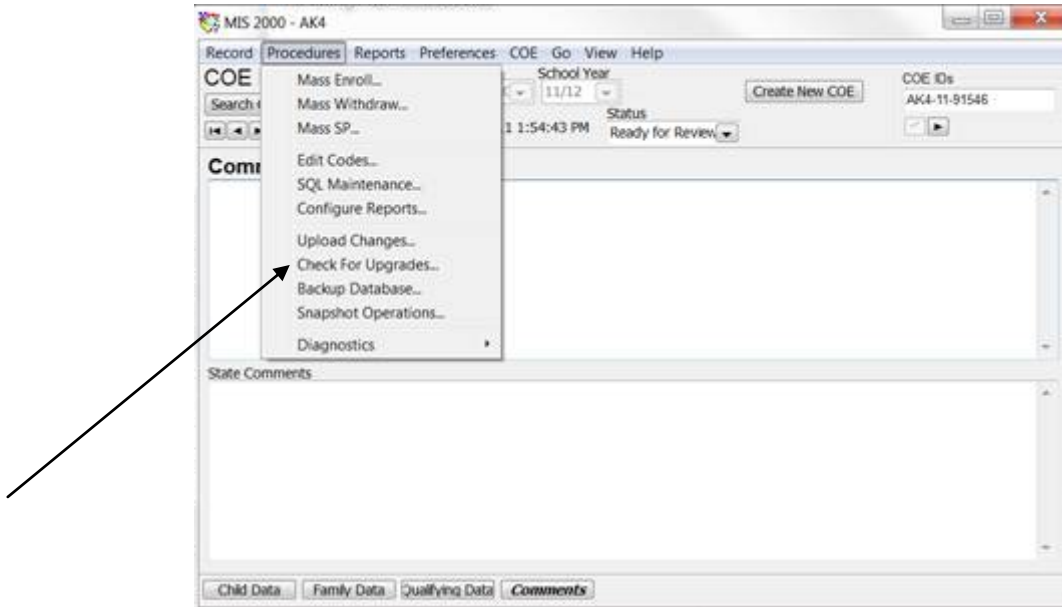2. Press the **Begin Upload** button.
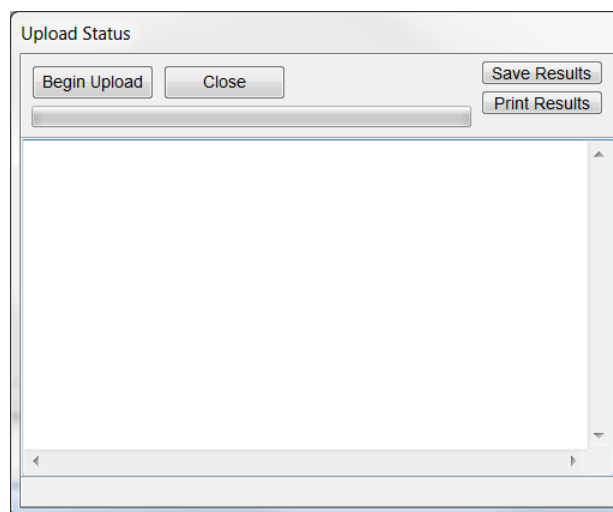
- When the upload process has finished, one of two messages will appear. If running Upload Changes was successful, the following message will appear: *"Your Upload has completed successfully."* Following a successful upload, MIS2000 will look for upgrades. If upgrades are available, MIS2000 will begin downloading upgrades. Following the installation of upgrades, users should restart their computer before continuing with MIS2000 (see Check for Upgrades).

- If running Upload Changes was unsuccessful, a status report and error message will appear. When this occurs, please take a screen shot of error message and email to the MEO.
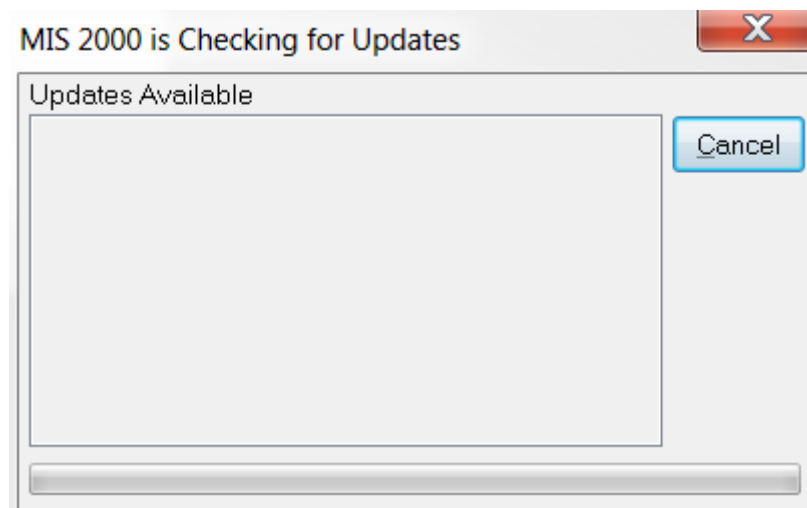
Check for Upgrades

It is important to run "Check for Upgrades" at the start of the recruiting season and periodically throughout the year. To check for upgrades, follow the procedures below.

1. Go to the "**Procedures"** drop down menu and select "**Check for Upgrades."**

The following status window should appear:

2. When the updates process has finished, one of two messages will appear:

- If running Check for Updates was successful, the following message will appear: **"Updates completed."**

- If running Check for Updates was unsuccessful, the following message may occur: **"Failed to connect to server."** Please take a screen shot of any error message and email to the MEO.
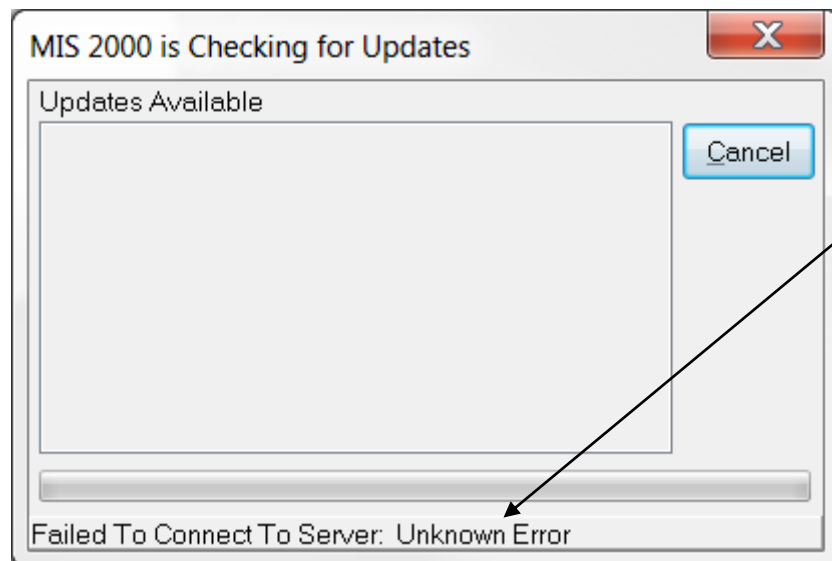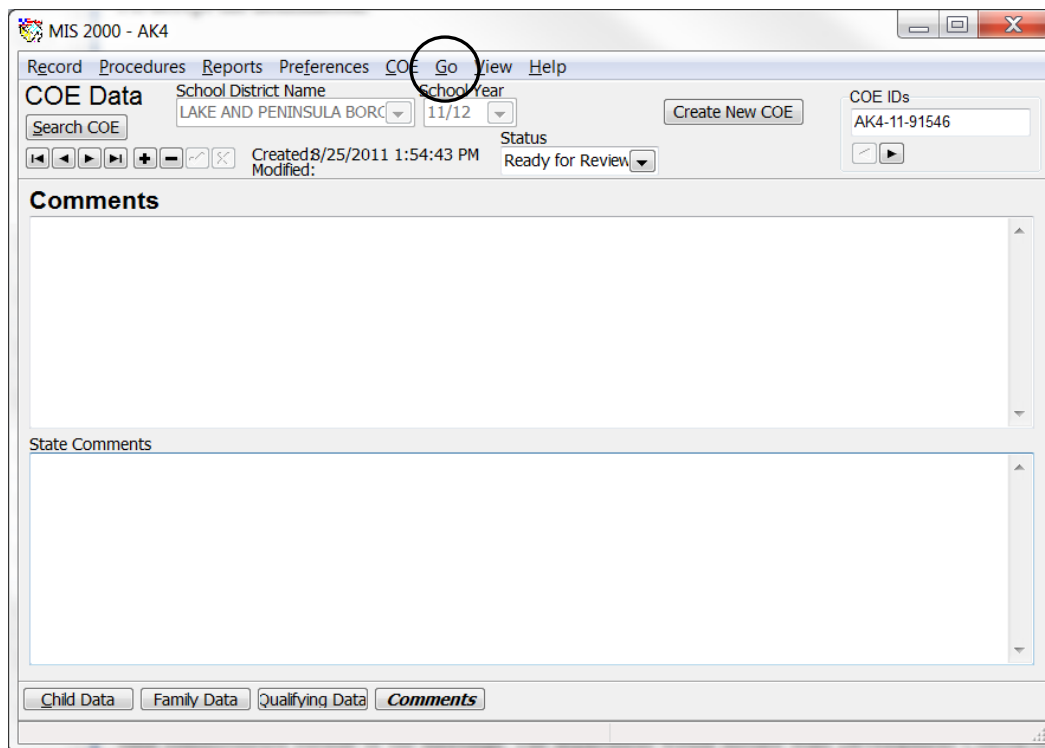
Getting Around the Database

The next several pages will cover the different views of the database and the associated tabs.

There are two main parts to the database: the Student View and the COE View.

- COE view is where all New Move COEs are entered.
- Student View is where No New Move COEs are entered. For more information on No New Move entry, see page 24.
- To switch between the COE View and Student View use the "**Go**" drop-down in the upper menu bar. *Double check to make sure you are still looking at the same student data.*

Student View

School History Tab

The "School History" tab of the Student View includes all migrant school history data for migrant students. This screen is where No New Moves are entered, enroll and withdrawal dates are viewed, current school enrollment and previous school history is available, and termination codes and dates are entered and viewed.

Termination Codes

Code	Definition
D	Deceased
G	Graduation
M	Moved
N	Parent Refusal
O	Drop Out

School History Updates Box

"School History Updates" box: This box is provided to add comments for a No New Move. Comments should pertain to school history or family information. To enter comments, highlight the school history line for the school year to which the comments apply and click in the updates box.

Example: "Student is attending school at Mt. Edgecumbe."

Priority For Service Tab

The "Priority for Service" tab contains all information regarding students' Priority For Service status. All students meeting the requirements of the Priority For Service definition (definition and procedure included on pages 86-88 of the Harvest Manual) will be flagged on this screen. This screen is updated by MEO and cannot be changed by district staff.

Supplemental Tab

The "Supplemental" tab shows both the supplemental program (SP) information for students and their corresponding school history information. This screen is helpful for viewing SPs from the previous year. Supplemental programs are the services each district provided to their eligible migrant students during the school year.

Although SP information can be added from this page, it is recommended that SPs be added using the Mass Withdrawal procedure at the end of the year. The Mass Withdrawal procedure requires districts to supply the services provided to their migrant students in a spreadsheet that is provided by the MEO. More information on Mass Withdrawal will be offered in spring of each year through a Mass Withdrawal Webinar.

Credit Accrual Tab

The "Credit Accrual" tab shows the most current and previous course history for students in grades 9-12 only.

Tests Tab

The "Tests" tab shows the student's assessment data, such as SBA and HSGQE results.

COE View

Child Data Tab

The "Child Data Tab" in the COE View of MIS2000 is the starting point for entering New COEs and contains the information from the Child Data section of the hardcopy COE. The tab includes demographic information for each child on the COE such as the child's name, grade, date of birth, age, gender, birth city, current school, enrollment date, enrollment type, and Alaska student ID. The tab also contains the eligibility status field; this field is updated by MEO.

Notes:
- *Alaska State ID requires 10 digits and is the number given by the State of Alaska to all students enrolled in school. If the student is not enrolled in school, an ID starting with "AK" will be automatically given by MIS2000.* ****Please make sure to check the Alaska Student ID System (ASIS) database to verify the student does not have an assigned Alaska State ID before allowing MIS2000 to generate one.***
- *Enter the student's full middle name, not just an initial. COE approval cannot be completed without the full middle name. If the student does not have a middle name or only an initial as the middle name, you will need to enter a comment in the Comments section.*

Family Data Tab

The "Family Data" tab contains the information from the Family Data section of the hardcopy COE. This includes parent/guardian names, both the physical and mailing address, and phone number.

Qualifying Data Tab

The "Qualifying Data" tab contains the information from the Qualifying Move and Work section of the hardcopy COE. In addition, it contains check boxes for the required signatures (parent, interviewer, and designated SEA reviewer), as well as the residency date (located in Child Data section of the hardcopy COE).

Note: *The signature boxes should only be checked when you have the actual signatures on the original paper copy COE.*

Comments

The "Comments" tab includes two boxes. The first box is for comments from the hardcopy COE, and the second for comments from the MEO, "State Comments." The State comments are direct correspondences from the MEO concerning changes and corrections that are needed on the hardcopy COE in order for an eligibility determination to be made. Districts do not have the ability to write in the "State Comments" field.

Types of comments in the Comments section are:

- o Economic necessity statement
- o Pole fishing verification statement
- o Clarifying student information, such as:
  - ▪ Attending School at... (Mt. Edgecumbe, etc.)
  - ▪ Repeating a grade ... (1, 3, 12, etc.)
  - ▪ Names of family members living in same household who did not go on the move
  - ▪ Student does not have a middle name or only an initial
- o Qualifying worker name, address, and phone number (if they do not live in the same household as the children)
- o Map is attached verifying worker and children both moved more than 20 miles (15K+ school district moves)

Search Student Button

To search for specific students, go to the Student view of the database and click the "Search Student" button located in the upper left corner of the screen.

Clicking the "Search Student" button will bring up the following dialog box:

There are six tabs across the top of the Student Search screen. Of these, the following three are useful:

- **Key Data** - This tab allows you to search your database and the State database.

- **District/Facility** - This tab allows you to search your database by district or facility.

- **Snap** - This tab allows the user to select students based on a preexisting Snap report.

For more information regarding the other tabs, contact the MEO.

Note: *If you believe that a student should be in MIS2000, but you cannot locate them using the student search, please call the MEO for help.*

Entering a New Move or New Student COE in Ten Steps

To enter a New Move or New Student COE, follow the steps listed on the next pages.

1. From the "Child Data" tab of the COE view of the database, click "Create New COE." A blank child data screen will appear.

2. The next step is to add students to the COE. To begin adding students, click the "New Enrollment" button located along the right side of the screen.

3. Clicking the "New Enrollment" button will open a "Student Search" dialog box and will also generate a COE ID number in the "COE IDs" box. Write the generated COE ID number on the hard copy COE in the "COE ID#" space.

4. In the "Student Search" dialog box, enter the student's first and last name and click "remote search."

   If the student is found: Highlight the student and double click on the highlighted name. This will close the dialog box and pre-populate the first two rows of boxes on the "Child Data" tab. Check to make sure the hardcopy COE information matches the information pre-populated by MIS2000. If the information conflicts, change the information in MIS2000 to match the hardcopy.

   If the student is not found: Click "New Child." Selecting "New Child" will close the dialog box. Enter all demographic information from the hard copy COE into the first two rows of the "Child Data" tab.

   - If you feel the student should already be in MIS2000 but you did not locate them under student search, please contact the MEO for help. This will help prevent duplicate students in MIS2000.

5. Enter the school name, grade, as well as the enroll date.

   - If the student is not enrolled in a school in your district, you will leave the enroll date blank. For more information on this, see the Recruiters Guide or Harvest Manual.

6. When all information is entered, click the "Update Record" button located on the right side of the screen.

7. Continue steps 2-5 for each child on the COE.

8. Click on the "Family Data" tab. On this tab, enter all information from the Family Data section of the hardcopy COE.

9. Click on the "Qualifying Data" tab and enter all information from the Qualifying Move and Work section of the hardcopy COE. In addition to all the information from the Qualifying Move and Work section, this tab also includes information from other portions of the COE such as the Residency Date (Child Data section) and the three required signatures: parent, interviewer, and SEA designated reviewer.

10. Click on the "Comments" tab located at the bottom of the screen. In the Comments box, enter all comments found in the Comments section of the COE, including recruiters' initials and dates.

After all the comments are entered, COE entry into MIS2000 is complete. To start on the next COE, return to the "Child Data" tab and click the "Create New COE" button. When finished with COE entry for the day, make sure to upload changes to the state server. To do this, follow the instructions from pages 4-5 of this guide.

If mistakes are made during COE entry, please contact the MEO. In nearly all cases, mistakes made during COE entry can easily be rectified by MEO staff. However, if mistakes are not pointed out, they can lead to incorrect data reporting and corrupted data.

New Move/New Student COE

Below is an example of a completed New Move/New Student COE. Notice the COE ID number is AK0-11-84708. This is the number that will be written in the COE ID field on the hardcopy COE.

Entering No New Moves

When a child is listed on a No New Move COE, a new student history line is required. Follow the steps below to enter a new student history line.

In the Student Data view, type the student's Alaska Student ID in the Student ID box in the top right corner and press the enter key. If the student does not have an Alaska Student ID, select the "Search Student" button and search for the student by last name.

Note: If you feel the student should be in MIS2000 but you did not locate them under student search, please contact the MEO for help. This will help prevent duplicate students in MIS2000.

<u>To enter a new School History Line on a No New Move, follow these steps:</u>

1. Once you have located the student and are on the correct Student Data screen, click on the "New SH Line" button.
2. In the School History panel, enter the student's School Name, Enrollment Date, and Type (R for regular year, S for summer).
3. Enter any comments in the School History Updates box.
4. Click the " ✔ " button. If everything was done correctly, a new school history line will appear in the bottom panel. This completes the process of entering a No New Move COE for this student.
5. Repeat this process for all No New Move students. Remember to upload changes before closing MIS2000.

Pop-Up Messages

The MEO has implemented a series of pop-up messages throughout MIS2000 in an attempt to avoid common errors with data entry and to ensure the fidelity of historical data. A few of the pop-up messages are described on the following pages. For additional questions regarding pop-up messages, please contact MEO.

Student Data Screen

When making any changes on the student data screen, a warning pop-up message will appear. This is to ensure that no changes are accidently made by users. Additionally, school history information from prior school years is locked and cannot be changed. To add a new school history line or to make changes to the current school history line, simply click "Yes" in the warning pop-up message box.

COE Data View

When entering COEs, there are a series of pop-up messages that will appear if information is entered incorrectly. The system will not allow incorrect COE information to be entered. This ensures that information entered and uploaded to the State is complete and correct. Additionally, COEs from previous years cannot be changed. Older COEs are considered historical information and cannot be changed.

Migrant Reports

Records managers must run several required migrant reports throughout the year. All reports are run in MIS2000 and can be printed or saved in Excel. Many of the annual reports must be printed, filled out, and submitted to the MEO by a specific deadline. The monthly reports are for internal use in order to ensure quality control of migrant student records. Additional reports may be run in response to school district or MEO requests, or for special projects. The following are details for commonly used reports.

Reports can be run by the school district or MEO. School district staff are more than welcome to contact their ID&R Specialist at the MEO to request reports. Upon request, MEO staff will run reports for a district in any format.

How to Run a Report

Reports in MIS2000 are called Snap reports. To run a Snap report, go to the "Reports" drop down menu and select "Snap! Reports…" In the dialog box that opens, you will have the option to select a report, select a filter, and enter a date range.

For the report below, a district filter is needed. To enter your district filter, highlight "District.DISPLAYCODE" in the left column. Then, moving right, select the "=" button, enter your district code, and click on "Add Filter." When the filter is added it will appear in the box to the left of the date range. Next, enter your date range. Finally, click on "Run Reports."

NOTE: Districts should run all reports using the District Display Code (some Snap Reports only allow this option). A list of Alaska's District Display codes can be found on page 33.

Types of Reports

1. ## Eligible Student List

   Purpose: This report shows all the eligible migrant students in your district. The list can be organized by school and used as a "lunch list" to track students not attending school and note family changes.

   Run: Snap 12 Monthly Eligible by District

   Dates: Run for past three years (start of school in 09/10 to end of school in 12/13).

   Instructions: Save the report in Excel and then sort by EOE date and student last name. Remove students who EOE'd prior to the first day of school. Run this report throughout the year to get an updated list as more students are added to your district.

   SAMPLE: Located in the appendix of the Harvest Manual.

2. ## Locator List

   Purpose: This report is a tracking tool for locating migrant students in your files and finding their current eligibility status quickly. The list includes all children that are "Active," "Inactive," and "Gone Forever." This list should include all migrant students for the last 10 years.

   Run: Snap 12 Monthly Eligible by District

   Dates: Run for past 10 years. Start: 08/01/02, End: 08/31/2012 (or today's date, if later).

   Instructions: Save this report in Excel and sort by EOE date and student last name. If your district already has a separate list, compare the MIS2000 locator list with the district list for accuracy.

   SAMPLE: Located in the appendix of the Harvest Manual.

3. ## Facility List

   Purpose: This report gives you a current list of all the schools in your district.

   Run: Snap report called Facility List

   Criteria: Following training, this report will be emailed by the MEO to each records manager. If discrepancies are noticed, contact the MEO.

4. <u>Fall Recruitment Report</u>

Purpose: This report provides the district with a list of all eligible migrant students in their district. The district uses this report to give their recruiters the names of the students that must be interviewed for a New Move or No New Move COE. All students on the report must be interviewed. This report is to be returned to the MEO.

Run: This report is generated by the MEO and will be emailed to all records managers prior to Fall Training.

Instructions: This report must be returned to the MEO by November 15, 2012, noting that all students have been contacted and their current eligibility status.

DEADLINE: November 15, 2012 to MEO

Fall Recruitment Report Example

Fall Recruitment Report

9/1/2011-8/31/2012

The Fall Recruitment Report lists all the children that were eligible for migrant services in the prior school year 2011-2012. All children on the this list should be interviewed to determine if they:

• Are still living in the district
• Have made new moves
• Are still attending school in the district

District Name: ALASKA

List of Eligible Children as of: 2011-2012 School Year

Student ID	Last Name	First Name	Middle Name	Facility Id	EOE	Term Code	Term Date	Family Interviewed	New Move	No New Move	Entered	Why No COE
1234567890	ADAMS	HALL	T.	AKDHXT	6/14/2013			9/24/2012	X		X	
0000000001	ADAMS	TOWN	PEARL	AKDHXT	8/2/2013			9/18/2012	X		X	
0000000002	ADAMS	LEE	APPLE	AKNFJX	4/3/2014			9/30/2012		X	X	
0000000003	SMITH	MASEY	BROWN	AKDHXT	9/15/2013			9/25/2012		X	X	
0000000004	SMITH	LILA	DAY	AKDHXT	7/13/2014			9/23/2012		X	X	
0000000000	SMITH	KIA	M.	AKDHXT	5/25/2013	M	7/12/2012	9/14/2012				MOVED

MIS2000 Report. Print Date 4/24/20122:26 PM

District Display Codes for Migrant Districts

DISTRICT	CODE		DISTRICT	CODE
Alaska Gateway	AKJVML		Lake & Peninsula	AKRXZF
Aleutians East	AKSKCY		Lower Kuskokwim	AKMQZG
Anchorage	AKQMKN		Lower Yukon	AKNTRH
Bering Strait	AKSSKW		Mat-Su	AKHTBJ
Bristol Bay	AKGQVG		Mt. Edgecumbe	AKGZGL
Cordova	AKPGGN		Nenana	AKLWRH
Craig	AKKQXT		Nome	AKNTWB
Dillingham	AKPQXP		Northwest Arctic	AKNCRT
Fairbanks	AKNLSS		Pelican	AKDNCG
Galena	AKQWPH		Petersburg	AKPQDY
Haines	AKJTHT		Saint Mary's	AKJCHF
Hoonah	AKDHXT		Sitka	AKMTYD
Hydaburg	AKDMXG		Southeast Island	AKQXBK
Iditarod	AKTGGS		Southwest Region	AKMKKM
Kake	AKJQYT		Tanana	AKLWSD
Kashunamiut	AKRRQP		Valdez	AKQZCH
Kenai	AKLTVD		Wrangell	AKKTZF
Klawock	AKJXHP		Yakutat	AKRLTS
Kodiak	AKPGLF		Yukon-Koyukuk	AKJCLH
Kuspuk	AKPCKJ		Yupiit	AKVRQX

Note: Use the "District.DISPLAYCODE" filter in all Snap reports

Priority For Service (PFS)

Alaska Definition of Priority for Service (PFS) Migrant Students

NCLB Section 1304(d): In providing services with funds received under this part, each recipient of such funds shall give priority to migratory children who are failing, or most at risk of failing, to meet the State's challenging State academic content standards and challenging State student academic achievement standards, and whose education has been interrupted during the regular school year.

A PFS student meets one of the following criteria for failing, or being at risk of failing, to meet academic content and achievement standards:

1. Any eligible migrant student in grades 3-10 who is below proficient in **any** content area on SBA's;
2. Any eligible migrant student in grades 11-12 who has not passed all sections of the HSGQE; or
3. Any eligible migrant student in grades K-2 who is determined to be at risk of failing to meet content and achievement standards through a district-determined assessment such as the DIBELS, the English language assessment ACCESS for ELLs , or other appropriate assessment.

    AND

Had a school interruption meeting one or more of the following criteria:

1. The Qualifying Arrival Date (QAD) of the most recent migrant move was during the current or prior school year;
2. An additional move related to the migrant lifestyle was made during the current or prior school year; or
3. A school interruption related to the migrant lifestyle occurred during the current or prior school year.

Procedure for Identifying and Serving PFS Migrant Students

1. For students in grades 3-12, the Alaska Department of Education & Early Development (EED) will produce a list of students that meets the new definition of Priority for Service at the end of the 2011-2012 school year. This will be done through a combination of data from the MIS2000 system and the state assessment data. This procedure will identify students who have a school interruption under criteria B1 or B2 in the definition. Eligibility specialists at EED will select the identified students in the MIS2000 system and will flag them as "Priority for Service." The data field that flags students as migrant can only be accessed for data entry from EED. District personnel will easily be able to see whether a student has been flagged as Priority for Service on the student's electronic COE in the MIS2000 program, but the district will not be able to enter or delete information in this data field.

2. At the beginning of the 2012-2013 school year, EED will send (electronically, via e-mail) a list of all Priority for Service students to each district records manager and migrant program coordinator. The list will contain the names of students in grades 3-12 that meet the Priority for Service criteria (based on 2011-2012 data).

3. For students in grades K-2, EED will identify those students who had an interruption through criteria B1 or B2 in the definition and will send this list of K-2 students to the districts (electronically, via email) at the beginning of the 2012-2013 school year. This list will contain names of students in K-2 who had an interruption during the 2011-2012 school year. Districts will be responsible for sending back the same list of K-2 students to EED by October 19, 2012, noting which of the students are failing or at risk of failing, to meet the content and achievement standards. These students should be selected based on district-determined criteria, such as DIBELS, preschool recommendation, etc. EED will flag these students as PFS in the MIS2000 system. Districts can request an updated PFS list that includes students in all grades (K-12) after November 15th.